



St. Jérôme
Church of England
Bilingual School

Educational Visits Procedures

Policy created:	July 2020
Policy reviewed and updated:	September 2026
Date of next review:	September 2027
Review cycle:	Annually, and following any significant incident or update to national guidance.
Linked policies:	Health, Safety and Security Policy, First Aid Policy, Charging and Remissions Policy, Child Protection and Safeguarding Policy, Supporting Children with Medical Needs Policy, Asthma Policy, Allergy Safety Policy.

Version history

Date	Version	Summary of changes
July 2020	V1	Original procedures. Next review date was not completed.
September 2026	V2	Full review following DfE Regions Group correspondence (ref CI-0396675 / CI-0392641). Replaced the withdrawn 1998 DfE guidance (linked via a dead archive URL) with current guidance: DfE 'Health and safety on educational visits' and the Outdoor Education Advisers' Panel (OEAP) National Guidance, recognised by both DfE and HSE. Strengthened the Educational Visits Co-ordinator (EVC) role with named training expectations, and added a designated trustee for off-site visits, following comparison against current practice at other schools. Added a new section on allergy safety on visits, grounded in the new statutory guidance 'Allergy Safety in Schools' (Benedict's Law), in force from 1 September 2026, a brand new legal requirement the 2020 version predates entirely. Updated governance titles and named individuals.

Headteacher:

Kate Schutte

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(Kate Schutte)

Co-Chairs of Governors: Approved by Governors on 17th September 2026

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(Vas Lappas and Edward Stowell)

1. Introduction and Legal Framework

Educational visits enrich the curriculum and provide pupils with experiences that cannot be replicated in the classroom. These procedures set out how St. Jérôme Church of England Bilingual School plans, approves, staffs and supervises visits, so that they are safe, well organised, and available to all pupils regardless of background.

These procedures have regard to the following legislation and current guidance:

- DfE guidance: Health and safety on educational visits
- The Outdoor Education Advisers' Panel (OEAP) National Guidance (oeapng.info), which is recognised by both DfE and HSE as the detailed practical reference for planning and running visits
- The Management of Health and Safety at Work Regulations 1999
- The Adventure Activities Licensing Regulations 2004, for any provider running adventurous activities
- DfE statutory guidance: Allergy Safety in Schools (Benedict's Law), in force from 1 September 2026, which sets specific requirements for pupils with allergies on educational visits (see section 1(h))
- Our Charging and Remissions Policy, for the financial arrangements described in section 1(g).

This policy should be read alongside our Health, Safety and Security Policy, First Aid Policy, Child Protection and Safeguarding Policy, Supporting Children with Medical Needs Policy, and Asthma Policy.

2. The Educational Visits Co-ordinator and Governance

The school's Educational Visits Co-ordinator (EVC) is responsible for the overall oversight of educational visits: supporting staff with planning and risk assessment, maintaining records of visits and incidents, and advising the Headteacher on approval decisions. The EVC attends OEAP-validated EVC training, refreshed at least every three years, in line with current practice recommended by DfE and OEAP.

The EVC is currently the Assistant Head, with oversight from Ms Kate Schutte, Headteacher.

A member of the Trust Board is designated as having particular oversight of educational visits, acting as a 'critical friend' to the EVC and Headteacher: asking questions, checking that monitoring procedures are in place, and reporting to the Trust Board on the school's visits programme. This is usually, but not exclusively, a Co-Chair of Governors.

3. Planning and Preparation

a) Aims and Objectives of the Visit

The educational aims and objectives of the visit or trip should be clearly identified at an early stage. These should be relevant to the needs of participants and the curriculum, taking account of age, ability, previous experience and resources available. Some objectives entail working in an environment which presents potential hazards. Such environments should only be visited if pupils are of sufficient maturity and experience to understand the nature of the hazard involved. In general, they should not be exposed to potential hazards if the same objectives can be achieved at a safer location.

b) The Party Leader

A suitably experienced teacher will be appointed, empowered to act on the Headteacher's behalf as Party Leader for the duration of the visit.

Where the staff team comprises more than two members of staff, which will normally be the case given the required pupil-to-staff ratio, a deputy leader should also be appointed. The deputy leader must be kept properly briefed so that they can assume responsibility if required.

c) Staffing (including night-time cover)

All visits need to be adequately staffed. Regard must be paid to the nature of the visit, and the age and particular needs of the pupils involved.

When determining staffing levels for residential visits it is important to remember that staff will need periods of rest, whereas pupils may need 24-hour supervision.

Where supervision is being provided by a third party, such as an activity provider, a clear agreement should be sought over who has responsibility at certain times. This agreement should be in writing, and all leaders and helpers should be informed.

Subject to the minimum number of staff required, adults other than teachers and school staff will frequently be included in the staff team to enhance the level of supervision. These adults must be acceptable to the Headteacher and the Party Leader, in line with our Child Protection and Safeguarding Policy and Safer Recruitment and Selection Policy.

Recommended staff-to-pupil ratios vary according to the duration and type of visit, the location, and the age of the pupils involved, and should be set following the OEAP National Guidance and the school's risk assessment for the specific visit rather than a single fixed figure. As a general guide for visits to local historical sites, museums, or local walks, in normal circumstances:

- 1 adult for every 6 pupils in school Years 1 to 3 (Reception should have a higher ratio)
- 1 adult for every 10 to 15 pupils in school Years 4 to 6.

Staffing ratios for sports activities should follow the same principles.

d) Preliminary Visit to Location

A preliminary visit by the Party Leader assists the planning process and contributes to the safe conduct and educational value of the visit. A preliminary visit is strongly recommended, and may be essential, particularly when: all or most of the staff team are unfamiliar with the area; primary-aged pupils are involved; pupils with special educational needs or disabilities are included; or the environment presents particular potential hazards.

A preliminary visit should check for potential hazards; check timings; establish local contacts; check accommodation, especially for fire risk, evacuation, and security; agree in advance the division of supervisory responsibility between party leaders and venue staff; obtain information on local emergency services; and inform the site-specific risk assessment.

e) Risk Assessment

A risk assessment must be undertaken for every visit, however short its duration or distance from the school. The school holds forms for different categories of visit.

f) Approval

Any proposed visit must be notified to the Headteacher. However, where a visit includes an overnight stay, adventurous activities, foreign travel, or other activities perceived to be of increased risk, it must be put to the Headteacher and a Co-Chair of Governors with a risk assessment submitted, which they will sign and return, retaining a copy for records and any incidents arising.

g) Costing and Finance

The financial implications of the visit require detailed consideration at an early stage. Component costs could include travel, access and entry charges, refreshments en route, excursions, accommodation, food, site fees, insurance, equipment, specialist resources, and additional spending money for pupils.

The nature of the visit will determine what proportion, if any, of the cost may be charged to participants, in line with our Charging and Remissions Policy. Precise records of income and expenditure should be kept for every visit.

h) Pupils with SEND, Medical Needs and Allergies

Pupils with special educational needs or disabilities require additional consideration when taking part in visits and trips; their inclusion may have staffing and programme implications. Some or all of the following may apply: environmental factors may increase the risk level; a higher level of staffing, or specialist staff, may be needed to support supervision, communication and encouragement; more frequent stops and particular vigilance over travel sickness may be needed while travelling; medication and dietary requirements should be known and monitored; buildings and terrain should be checked for suitability for those with physical disabilities; and activities should be appropriate to the pupil, with additional or alternative activities offered where needed.

In line with DfE's Allergy Safety in Schools guidance (Benedict's Law), in force from 1 September 2026, a pupil's allergy must never be used as a reason to exclude them from a visit or to create unnecessary barriers to their participation, such as requiring a parent or carer to attend in order for the pupil to take part. A risk assessment must be completed for any pupil at risk of anaphylaxis taking part in an off-site visit, covering how their allergy will be managed, how their adrenaline auto-injector (AAI) will be carried and administered if needed, and how staff accompanying the

visit have the training to recognise and respond to anaphylaxis. This sits alongside, and does not replace, the pupil's Individual Healthcare Plan.

i) Programme and Free Time

A detailed programme should be established with adequate and effective supervision. Free time is potentially hazardous and should be limited or structured according to the age or maturity of the pupils and the location of the visit, and should also be risk-assessed. Pupils are never allowed to go off alone.

j) Medical Arrangements

Special medical requirements of individuals should be known and catered for. First aid knowledge in the group should be appropriate to the nature of the visit. The identity of first aiders and the location of professional medical help should be known to all staff and group members.

k) Clothing and Equipment

Clothing, footwear and equipment appropriate to the visit should be considered at the early planning stages. A detailed kit list should be sent to parents and carers well before departure.

l) Briefing Staff

At least one formal briefing meeting must be arranged for the whole staff team, including additional adults, prior to the visit. At this meeting the Party Leader should ensure that everyone is familiar with and supports the visit's objectives, is aware of the responsibilities they will be asked to assume, and is advised as to their position with regard to personal liability.

m) Briefing Parents and Carers

Parents and carers must be fully informed, in writing, of the nature of the visit before their consent and/or financial commitment is requested. This should include details of all activities to be undertaken, the staffing ratio and level of competence of those supervising, and the insurance arrangements for the visit, with policy documents available on request. The detail provided must be sufficient that a reasonable parent or carer could not later claim to have been misled as to the nature of the visit or the arrangements for supervision or insurance.

For residential visits in particular, it is advisable for the Headteacher to call a meeting of parents and carers prior to the visit, which may also be an appropriate time to set out, in the presence of pupils, the standard of conduct expected.

n) Behaviour Management

The standards of behaviour expected on a school trip must be clearly established and conveyed to pupils, in line with our Behaviour for Flourishing Policy. Parents, carers and pupils must understand that if behaviour is not of the expected standard, either before or during a visit, the pupil may be unable to participate or may be sent home from the visit.

o) Communication and Information

A nominal roll with full addresses, copies of all travel, insurance and parental/carers consent forms, and telephone numbers of all party members, including supervising adults, must be left at school with a named member of staff acting as an emergency contact.

In the unlikely event of a major emergency, the Party Leader should follow the Emergency Procedures below. Leaders should carry a copy of these procedures, and a mobile phone, at all times.

4. Emergency Procedures

Emergency plans must include:

- Immediately informing all group staff of the problem, and clarifying actions to be taken
- Accounting for all group members and ensuring their well-being
- Establishing the names of anyone involved in the incident and, if injured, the nature and extent of their injuries
- Ensuring that anyone injured is accompanied to hospital, wherever possible, by an adult known to them
- Restricting access to telephones until the school's emergency contact has been alerted with precise details. Names of injured participants should not be released

- Party Leaders avoiding any direct dealings with the media. If the incident is serious, the school's emergency contact should alert the Headteacher (or their nominated Deputy) without delay
- Contact with relatives as early as possible, and consistent in content, before news could spread through other channels; this would normally be made by the Headteacher, their nominated Deputy, or another designated person at school.

5. During the Visit

a) Responsibility of Supervisors

Teachers and other adults supervising pupils on visits have a duty of care to them. The actions of the responsible adult should correspond to those expected of a careful and prudent parent, bearing in mind that children in a group will frequently behave less responsibly than they would with their own parents, and that some parents have greater expectations of staff than they would have of themselves.

b) Delegating Responsibility

The Party Leader may need to delegate responsibility for supervising some or all pupils at various times. The member of staff must be competent to take charge of that group, doing that activity, in that location; properly briefed as to their responsibility; and aware of the next meeting time and place and the procedure to follow in an emergency.

c) Supervision

The Party Leader should ensure that at all times during the visit, each member of staff knows exactly which pupils, if any, they are responsible for, and each pupil knows which member of staff is in charge of their group. Where no such instruction has been given, the Party Leader is assumed responsible for the whole group; an undefined, shared responsibility between several staff is not satisfactory. Pupils must be given clear instructions to stay within their group or a defined area.

d) Fire and Group Control

On arrival at any accommodation, the Party Leader must ensure fire precautions and evacuation procedures are clearly explained to all. Group control should be maintained at all times through clear instructions, regular roll-calls, a means of group identification, and manageable group sizes appropriate to the conditions.

e) Homesickness, Accidents and Illness

Homesickness requires a sensitive response; if the condition does not resolve within a reasonable time, the pupil may need to be returned home after discussion with parents or carers. Accidents and illness may require first aid, with medical assistance sought in appropriate cases; anyone hospitalised should be accompanied by an adult they know. The Party Leader must make a detailed written record of any incident involving injury or damage, as soon as possible after the event.

6. The Return and Post-Visit Review

Reviews of achievements against objectives, and of safety, should be made for every visit as a minimum. The Educational Visits Co-ordinator compiles accident and incident reports from visits and uses these to inform future risk assessments and planning.

Appendix 1: Application for Approval of an Educational Visit

Parts 1 and 2 must be completed for all visits. Part 3 must also be completed for residential visits, overseas visits, and visits involving adventurous activities.

The Party Leader should submit this form, when completed, to the Headteacher at least six weeks before the proposed visit. For most visits, approval in principle will already be in place, and the Headteacher will be kept updated about the progress of preparations. The Party Leader should obtain the consent of parents and carers.

When approval is given, one copy of the form should be retained by the Headteacher and another by the Party Leader. The Headteacher should be informed of any subsequent changes in planning, organisation or staffing. If required, the Headteacher should seek approval from a Co-Chair of Governors.

Part 1: The Visit

Year group; group leader; purpose of the visit and specific educational objectives; place to be visited; dates and times of departure and return; transport arrangements, including vehicle registration and driver names where applicable; proposed cost and financial arrangements; insurance arrangements for all members of the party, including voluntary helpers; venue details and named contact; programme of activities; confirmation that risk assessments have been completed for all aspects of the visit, with copies attached.

Part 2: The Party

Size and composition of the group, including adult-to-pupil ratio; names of pupils, staff and other adults with special educational, medical or allergy needs, with a description of the need and, where relevant, confirmation the requirements of section 3(h) of this policy have been met; accompanying school staff and their first aid qualifications; other accompanying adults and their contact details; details of the named school contact who holds all information about the visit in case of emergency; confirmation of whether a pre-visit has taken place.

Part 3: For Residential, Overseas or Adventurous Activity Visits Only

Accommodation details; details of any organising company or agency, including tour operators and adventure activity providers licensed under the Adventure Activities Licensing Regulations 2004 where applicable, with a copy of the contract enclosed; details of activities and who has completed the relevant risk assessments, with copies enclosed.

Part 4: Request for Approval

The Party Leader requests approval for the visit on the basis of the information given, signed and dated.

Part 5: Approval

Signed by the Headteacher, confirming they are satisfied with all aspects of the visit's planning, organisation and staffing, and that they must receive a final list of group members, parental consent details and a detailed itinerary at least seven days before departure, and a report and evaluation of the visit, including any incidents, no later than 14 days after the party returns.

For residential visits, overseas visits, and visits involving adventurous activities, this section is also signed by a Co-Chair of Governors.